



"People
helping people
help
themselves"

Frank O'Bannon, Governor
State of Indiana

Division of Disability, Aging and Rehabilitative Services
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John Hamilton, Secretary

To: DD Waiver Interested Parties

From: Alison Becker, Director, Fiscal Services

Date: April 1, 2002

Re: DD Waiver Bulletin 14- Transportation Elucidation

The addition of Transportation to the Home and Community Based Services Waiver for Persons with Developmental Disabilities (DD Waiver) and Home and Community Based Services Support Services Waiver for Persons with Developmental Disabilities (Support Services Waiver) has been very beneficial in allowing individuals to access services in the community. It has also lead to a number of questions about the service, how it is billed, what it provides, etc. Below please find information about Transportation. A great deal of this information has been provided previously. However, we wanted to consolidate it and restate it in one Bulletin. If information in any previous Bulletin is different than the information provided below, Bulletin 14 takes precedence.

- Transportation services are those that provide access to community resources.
- Transportation services consist of material benefits such as tickets/passes, as well as the actual provision of the transportation service. This includes provision for payment to neighbors, co-workers, and other community members using private automobiles to transport individuals for purposes of accessing community resources.
- As with other services, transportation must be identified in the assessment and service plan as a distinct service.
- Level 1 Transportation - the individual does not require mechanical assistance to transfer in and out of the vehicle.



- Level 2 Transportation - the individual requires mechanical assistance to transfer into and out of the vehicle (and vehicle must be modified to accommodate the individual).
1. All individuals who reside in settings with 24-hour paid staff supports are to have the monthly rate of up to \$150 for Level 1 or \$300 for Level 2 Transportation included in their waiver Plan of Care/Cost Comparison Budget (POC/CCB).
 2. This amount will be provided for consumers in 24-hour settings as long as some transportation has been provided. It is recognized that some months may be more than the \$150, while other months may be less. This is the same mechanism as we use for the daily rate.
 3. Sufficient documentation for 24-hour settings includes documentation in daily notes. Mileage logs may also be kept, but are not required.
 4. Individuals who reside in settings without 24-hour paid staff supports have the per mile rate of \$.28 for Level 1 (up to \$150 per month) or \$.56 for Level 2 (up to \$300 per month) Transportation included in their waiver POC/CCB as needed by the individual to gain access to the services and activities specified in their individual plans.
 5. When transporting more than one individual, divide the number of miles by the number of consumers and “charge” each person’s Plan of Care for that number.
 6. When providing route transportation, the mileage is calculated from the first stop to the facility and from the facility to the last drop-off.
 7. Transportation does NOT have to be door-to-door. Safe pick-up points may be used.
 8. If you are providing transportation to individuals served by the waiver and individuals served under the Title XX program at the same time, you would bill for the Title XX individuals using the current round-trip standards. For the waiver individuals, you would follow the procedures outlined above for dividing mileage.
 9. When dividing mileage for routes, it will need to be done each day (i.e. if a consumer does not use the transportation that day, the consumer cannot be charged for his/her portion of the route, so the mileage will need to be recalculated).
 10. Individuals served by the waiver should NOT have any transportation billed to Title XX, even if their Sheltered Work is provided by Title XX. Because Transportation is a distinct service in this waiver to allow individuals to access community services of all types, Title XX should no longer be billed for Sheltered Work transportation for waiver individuals. If you are doing this, please change the billing to the DD or Support Services Waiver immediately.
 11. Certified providers of habilitation services are automatically being certified as providers of Transportation Levels 1 and 2 for the DD and Support Services Waiver. If an individual receives habilitation from more than one provider, the interdisciplinary team will need to determine which agency to designate the transportation provider.
 12. This does not preclude the transportation provider from sub-contracting with other providers on the individual’s POC to provide some of the transportation services.

13. When staff accompany the individual, the provider may bill for both Transportation and the other service provided by the staff. When transporting one individual, Personal Assistance should be billed. When transporting two or more individuals, Group Habilitation is to be billed. This is to pay for the staff time of providing the transportation, while the Transportation service is to pay for the actual mode of transportation being utilized. You do not need to follow the traditional ratios of staff to clients when providing transportation, although it is encouraged to have sufficient staff in the vehicle to assure client safety.
14. For the Support Services Waiver, you would bill the units to the same program as you are transporting the individual to use. For example, if you were picking up a person to take him to the workshop to participate in Prevocational or Group Day Habilitation, you would bill those services for the amount of time the person is being transported. You can also bill this way for the DD Waiver.
15. Individuals who do not otherwise have Group Habilitation in their Plan of Care may need to have it added so the transportation provider can access it.
16. When transportation is exhausted for the month, or a provider is not the “transportation” provider or subcontractor, the provider may still be reimbursed for the driver’s time (as explained above).
17. Providers may pay for public transportation or reimburse individuals for accessing public transportation. In either case, proper documentation (receipts) will be required.
18. The EDS Billing Code for all Transportation is Z5142. You bill a) the monthly amount for individuals in 24-hour care; b) the amount based on the number of miles provided for those in non-24-hour settings or c) the amount paid for public transportation.

I hope this helps answer your questions. Thank you for your help in this matter. Please contact me at 317/234-1527 or abecker@fssa.state.in.us if you have additional questions.